

Department of Justice

Training and Experience Questionnaire
General Instructions/Affirmation

Supervising Deputy Attorney General

The Training and Experience Questionnaire is the sole component of the Supervising Deputy Attorney General examination. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your Training and Experience Questionnaire and disqualification from this examination.

All applicants **must complete and return the entire** examination packet. The examination packet consists of the following:

- Affirmation (must have original signature)
- Training and Experience Questionnaire
- Conditions of Employment

Completed examination packets must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Attention: Sandra Barela-Garcia
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Attention: Sandra Barela-Garcia
Testing and Selection Unit
1300 I Street, Suite 720
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (Printed): _____

Contact Information:

Telephone #: _____

Email Address: _____

Supervising Deputy Attorney General Training and Experience Questionnaire

GENERAL INSTRUCTIONS

This Training and Experience Questionnaire is the sole component of the Supervising Deputy Attorney General examination. The Questionnaire will be evaluated by Subject Matter Experts (SMEs) using predetermined rating criteria. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination; failure to do so may result in an inability to process your training and experience questionnaire and disqualification from this examination.

- This training and experience questionnaire consists of three questions.
- You must type your responses to these questions; however, you may use your preferred writing software program to do so.
- Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) sheet of paper, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a (one) 1 inch margin on the left and right of the page. The maximum number of pages you should complete for this Training and Experience Questionnaire is three (3), one (1) page per question. **Responses that do not meet this criterion will not be evaluated and will result in disqualification from this exam.**
- You **must** write the question number you are responding to in the top left corner of each page. You may hand write this number, however, it must be clearly legible.
- You **must** write the last six (6) digits of your social security number on the top right corner of each page of your responses (i.e., 00-0000). You may hand write this number, however, it must be clearly legible.
- Please keep your answers concise, but be sure to answer all questions completely and accurately. Providing specific information will allow the SMEs to properly evaluate your qualifications. Omitted information cannot be considered and will not be assumed.
- Please note that the Department of Justice may reference the information on the questionnaire during any subsequent interviews.

If you meet the minimum qualifications and are successful in this training and experience questionnaire process, you will obtain a position on the eligible list for the Supervising Deputy Attorney General classification. The information that you provide in this Training and Experience Questionnaire may be verified at the time of hiring.

Supervising Deputy Attorney General Training and Experience Questionnaire

Question #1

As a Supervising Deputy Attorney General, you will be expected to assume a leadership role as both a technical lead and team leader. Please explain why you are qualified to be a Supervising Deputy Attorney General.

In your response, please describe formal and/or informal experience, training, and/or education you feel best illustrates why you are qualified to be a Supervising Deputy Attorney General.

Provide specific details in the following areas:

- Activities you have been involved with that demonstrate your leadership abilities.
- A description of the leadership qualities you believe you possess.
- Technical legal expertise that you believe you possess.

Question #2

As a Supervising Deputy Attorney General, you are reviewing a major brief or pleading and you find that the draft is:

- o poorly organized and
- o missing what you believe to be a key argument.

Please respond in detail to the questions below regarding this scenario. Please also include any relevant training or experience you have had in dealing with this type of situation.

- How do you present your concerns to the author?
- How much rewriting do you do?
- What do you do if the revised brief or pleading is still inadequate?
- What steps do you take to alleviate similar problems in the future with this deputy on other briefs or pleadings?

Supervising Deputy Attorney General Training and Experience Questionnaire

Question #3

As a Supervising Deputy Attorney General you will perform the full range of formal supervisory activities including progressive disciplinary action. With this in mind, consider the following scenario: One of the Deputy Attorney Generals you supervise begins to consistently come into work late. In addition, the quality and quantity of the deputy's work has begun to deteriorate. What steps do you take to assess and address these problems?

DEPARTMENT OF JUSTICE
SUPERVISING DEPUTY ATTORNEY GENERAL
OPEN - STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: _____
(Personnel Office Use ONLY)

NAME: _____ (PLEASE PRINT)
 Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment or do not reply to contacts from the department, your name will be placed on the inactive list for this classification.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- (05) Anywhere in the State
- (0100) Oakland
- (1000) Fresno
- (3800) San Francisco
- (1900) Los Angeles
- (3700) San Diego
- (3400) Sacramento

PLEASE SELECT THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice:

- (D) Permanent - full time only.
- (R) Permanent - part time or intermittent or
Temporary - full time, part time, or intermittent.
- (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814